

Retention and Classification Report

Agency: Davis County School District (Utah). Centerville Junior High
School (1799)
625 South Main Street
Centerville, UT 84014
801-402-6100

Records Officer Michelle Beus

05338 *Attendance rolls

AGENCY: Davis County School District (Utah). Centerville Junior High School

SERIES: 5338

3

TITLE: Attendance rolls

DATES: 1965-1984.

ARRANGEMENT: Chronological, thereunder alphabetical by teacher's name

TOTAL VOLUME: 10.00 cubic feet.

DESCRIPTION:

These books are the attendance rolls maintained by each teacher at Centerville Junior High School. They are used to record student attendance. The rolls include period, name of teacher, course title, name of school, course code, beginning and ending class dates, names and numbers of all students enrolled in class, sex, grade, entry code, exit code, days present and absent, a term summary (number of days attending classes, number of days absent, times tardy), term grade, citizenship grade, final grades, and final attendance record. In 1984, the Davis County School District automated attendance records and discontinued the use of attendance rolls.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

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(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the school. These records have no value after students have graduated and reports have been compiled.